

PREFACE

Welcome to the California Department of Corrections (CDC) Basic Correctional Officer Academy (BCOA). Your acceptance into the academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

The Richard A. McGee Correctional Training Center (CTC) conducts a training program designed to produce competent, qualified correctional peace officers that will enforce the laws of the State and provide service to the public by confining and supervising convicted felons.

Correctional Officers (COs) are responsible for protecting the public, staff, and inmates in a correctional institution environment. Institutions operate 24 hours a day, 365 days a year and COs must be willing to work any day or time as required. Candidates successful in the selection process and appointed as COs undergo a 16-week training academy and a 2-year apprenticeship program. Due to the physical and mental aspects of the job and the institutional environment, COs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to deal with others consistently and fairly. Only the most qualified applicants will complete all steps of the process and graduate from the academy.

It is imperative that you familiarize yourself with the contents of this handbook and comply with the expectations listed.

I. BASIC CORRECTIONAL OFFICER ACADEMY

The discipline built into the Basic Correctional Officer Academy (BCOA) will require work from every candidate who intends to complete the training successfully. You will attend various classes 5 days a week, 8 hours per day.

The BCOA Sergeant/Instructors are hired from institutions throughout the CDC. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer. A Sergeant/Instructor will be assigned as your Company Commander (CC). The CC will be personally responsible to assist you during your stay and will prepare a written evaluation of your overall academy performance. A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist you at the times your CC is unavailable.

Inmates from Mule Creek State Prison and California Youth Authority Wards are part of the daily work crews at CTC. It is your responsibility to maintain a heightened sense of awareness at all times and follow all rules, regulations and directives of the Academy staff.

If you drive your personal automobile to the CTC, it is mandatory that you utilize the assigned cadet parking area only. You will be directed to these areas by CTC staff. These parking spaces are located to the west and northwest sides of the academy. It is important that you keep your vehicle locked at all times. During processing, you will be required to list your license number and make of vehicle. The vehicle must have valid registration tags. If later you bring a vehicle on grounds, which has not been previously listed, you are required to notify the Watch Sergeant immediately and provide him/her with this information. Cadets will utilize the assigned areas of parking throughout the academy. Cadets found in violation of this directive will be subject to disciplinary action.

If you are being dropped off, family members and friends are to utilize the area for drop off ONLY and follow the directions of CTC staff. *Extended visiting in the parking area or CTC grounds is **NOT** permitted at any time during the academy.*

If you will be traveling to the CTC via public transportation, the academy will provide transportation from Sacramento International Airport, Greyhound Bus Terminal-Sacramento, and the Amtrak Station in Sacramento. Arrange your transportation so that you can meet pick-up times. You must contact the CTC at (209) 744-5044 at least one week prior to your starting date to coordinate transportation from these locations.

A. Upon Arrival at the Academy

Your first day at the academy is devoted to processing and orientation. In

the event of an emergency, or if you are not able to report to the academy by the time indicated in your contact letter from Selections and Standards, you are expected to call (209) 744-5044 and advise the Watch Sergeant on duty that you will not be reporting as scheduled and your estimated time of arrival.

It is imperative that each cadet report to the academy well groomed and in **business attire** (**NO** blue jeans. For grooming standards and expectations reference page 8 and 9 of this handbook). Upon your arrival at the academy, you will go through a check-in process. At that time you will turn in the **completed forms** located in the Appendix of this handbook. You will receive a room assignment and have a picture identification card made that you must carry on your person and present upon request, throughout the remainder of the academy.

Upon completion of registration, you will have the opportunity to purchase supplies from the CTC Recreation Fund Store, including jumpsuits, boots, physical training (PT) clothing, school supplies, and other personal items needed for your stay at the academy. The CTC Recreation Fund Store will be open and available for you to purchase various items throughout your duration of the academy.

The following information is required for the first day of processing. Failure in providing the information below may delay your benefits.

1. Spouse's full name, date of birth, social security number, work address, zip code, and work telephone number.
2. Dependent(s) full name(s) and date(s) of birth.
3. Personal physician's address, zip code, and telephone number.
4. Name(s) of person(s) to be notified in case of emergency, their home/work phone and addresses, including zip code(s).
5. Make, model, year, license number, and color of vehicle to be parked at the academy.
6. You are required to provide name, social security number, address, phone number, and age of your designee(s) (the person(s) you designate upon your death to receive all state pay warrants that would have been payable to you).

On the second day of the academy, you will be assigned to a company (about 40 cadets) and be introduced to your CC. Your CC will pick a Junior Company Commander (JCC) from among your group to assist the CC. Four squad leaders will also be chosen by the CC and will assist the

JCC in assembling the company for formation events. The CC will choose a Guideon Bearer who will carry the company flag to all events except for Cadet On-Site Institutional Training (COSIT).

B. Preparing for the Academy

Upon arriving at the CTC, be prepared to spend approximately \$500 for uniforms, equipment/accessories, athletic gear, and school supplies. Additionally, by week eleven of your training you will be required to have an equipped "Sam Brown" duty belt. (It is recommended that you purchase and bring with you, baby shampoo and non-oil based soap for decontamination of chemical agents).

C. Cadet Uniforms

Beginning the second day of the academy, cadets will be required to be attired in regulation jumpsuits (coveralls). Cadets will be required to have a minimum of two pair of coveralls. Expect to pay \$60 to \$100 per pair of coveralls. You can purchase the CDC approved jumpsuits at uniform supply stores throughout the state. Additionally, uniform vendors will be on Academy grounds the day of registration.

The jumpsuit specifications are as follows:

- ◆ Medium forest green color CDC approved
- ◆ Polyester, 35% cotton twill fabric
- ◆ Regulation CDC arm patches
- ◆ Basic design shall be with zipper breast pockets and pencil pocket on sleeve and/or breast pocket, unlined; bi-swing back; elastic at waist
- ◆ Short sleeve
- ◆ Normal utility pockets
- ◆ Belt loops required
- ◆ There shall be a heavy duty zipper, full front, with automatic lock
- ◆ No badge may be worn or sewn onto the coveralls while at the academy
- ◆ Plastic nametags will be provided the first day of the academy and will be worn at all times with the coveralls
- ◆ Cloth nametags will not be allowed at the CTC
- ◆ Pant legs *worn* bloused

Note: Cadets will be responsible for cleaning their own uniforms during

the academy.

The cadet uniform includes the following:

- a. Uniform boots that are black plain-toe leather that will be highly shined at all times (No metal-toe boot), and black socks.
- b. Uniform neat, clean, and pressed.
- c. Buttons fastened at all times.
- d. Academy-issued nametag is worn centered over the **right** pocket of the **outer garment**.
- e. Whistle: gold in color, without chain. To be worn at all times with the uniform on the strong side.
- f. Black leather basket weave utility belt (Sam Brown) with brass buckle and:
 - Black leather basket weave handcuff case with brass snaps.
 - Black leather basket weave glove pouch with brass snaps.
 - Motorola D-ring radio swivel.
 - (4) black leather basket weave belt keepers with brass snaps.

Note: the key holder, flashlight holder and baton ring should fit on this belt.
- g. Black leather basket weave duty belt, 1-3/4-inch width with gold, 2-inch square, four-sided metal buckle.
- h. Key holder: black basket weave with gold colored key clip, worn on strong side in line with seam of pant leg. No more than four keys and one whistle on key ring.
- i. Wallets carried in rear pocket.
- j. Cap worn outside only. No hair showing on forehead.
- k. Windbreaker will be worn with the PT gear. (Windbreaker to be purchased at the CTC Recreation Fund Store).

- l. CDC approved battle jacket must be worn as any other jacket, snapped, or zippered to the top of the pocket of the jumpsuit.
- m. Flashlight: black, plastic or aluminum. Maximum length 11". To be worn for specified classes or COSIT.
- n. Side-Handle Baton ring. Black only. To be worn on the weak side when specified for class.
- o. While on Academy grounds cadets must carry CTC Picture Identification (ID) and present upon request. During COSIT cadets will adhere to institutional and Departmental policies concerning ID.
- p. When in uniform, two Cadet Incident (Blue cards) must be carried in the right breast pocket of the jumpsuit and available when in PT gear.
- q. Sunglasses are not a part of the cadet uniform. However, they may be worn to/from the range, during Cadet-On-Site Institutional Training (COSIT), and Alarm Response training. They must be conservative in style and not mirrored. They may not be worn on the uniform or during academic instruction.

By the 12th week of the academy, cadets will be required to purchase a minimum of one long sleeve Class "A" shirt and Class "B" pant. The uniform must meet the specifications outlined in the Department Operations Manual, Section 33020 – Uniforms. Private vendors will be on grounds prior to this date to take orders. Expect to spend approximately \$200 per set of uniforms. Prior to purchase, you should contact your institution's In-Service Training Manager to inquire as to the need of that institution's uniforms.

It is expected that you wear the uniform properly and take great pride in the maintenance of your uniform. Wearing the uniform improperly is considered the same as being out of uniform.

D. Alternate Uniforms for Specialized Training

Alternate uniforms will be worn during the following training:

- 1. Physical Fitness, and Arrest & Control Uniform
 - ◆ PT sweat shirt

- ◆ PT tee shirt
- ◆ PT shorts
- ◆ PT spandex shorts (gray only) may only be worn underneath PT shorts
- ◆ PT sweat pants
- ◆ Tennis shoes and socks
- ◆ Windbreaker
- ◆ Black knit beanie cap (may only be worn during PT)
- ◆ Rain coat during inclement weather

All cadets must report for PT wearing the complete PT uniform. If, after training starts, you wish to remove the sweat shirt and/or sweat pants, you may do so but you must have on the proper CDC tee shirt and shorts underneath. Sweat pants must be put back on before leaving the PT area for breaks and class dismissal.

Once you have completed PT for the day, you will be given time to shower and change into the appropriate uniform for the next block of instruction.

2. Range, Chemical Agents, Impact Munitions, and Alarm Response Uniform

- ◆ CDC jumpsuit
- ◆ Uniform Boots
- ◆ CDC uniform cap
- ◆ Rain gear must be clear or olive green in color. No camouflage. No ponchos.
- ◆ During inclement weather thermal clothing may be worn under jumpsuit.
- ◆ The utility belt must be worn over the duty belt during Alarm Response training.

3. Side-Handle Baton Uniform

- ◆ PT shorts
- ◆ PT spandex shorts (gray only) may only be worn underneath PT shorts
- ◆ PT tee shirt
- ◆ PT sweat pants
- ◆ Black duty belt with baton holder
- ◆ Tennis shoes and white socks

The following guideline will be utilized on a daily basis to determine what the appropriate uniform is for the course of the day.

<u>Course(s)</u>	<u>Uniform</u>
Classroom Curriculum -----	Jumpsuit all day
Curriculum/PT/Curriculum -----	PT gear/PT gear/Jumpsuit
Curriculum/Lunch/Tactical -----	Jumpsuit/PT gear
Curriculum/PT/ Tactical-----	PT gear all day
SFA/CPR-----	PT gear all day
PT/Curriculum-----	PT gear/Jumpsuit
PT/Tactical/Lunch/Curriculum-----	PT gear/PT gear/Jumpsuit
PT/Curriculum/Tactical-----	PT gear all day
PT/Alarm Response -----	PT gear/Jumpsuit
Alarm Response-----	Jumpsuit all day
Tactical -----	PT gear all day
Tactical/Lunch/Curriculum -----	PT gear/Jumpsuit
Range or Chemical Agents -----	Jumpsuit all day
ERS in the morning/Curriculum-----	PT gear until lunch/Jumpsuit
ERS in the morning/Tactical-----	PT gear all day
ERS in the morning/Alarm Response -----	PT gear/Jumpsuit

E. Uniform and Grooming Guidelines

Per Department Operations Manual (DOM), Section 32020.6 the following minimum guidelines are adopted for all cadets:

1. Male cadets will be clean-shaven every morning. Neatly trimmed mustaches are permitted. Mustaches shall not extend more than $\frac{1}{2}$ inch below the corner of the mouth nor below the vermilion border of the upper lip, or extend more than $\frac{3}{4}$ inch above the corner of the mouth. Waxed ends or points are not allowed. **No beards or goatees are permitted.** Cadets with rapid beard growth may be required to shave twice a day.
2. Sideburns shall not extend below the middle of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1-1/2 inches.

3. You are reminded that your **hair is to be in compliance with departmental grooming standards prior to your arrival at the academy**. For your convenience, there is a barbershop located at the academy. Hours of operation are posted on the barbershop door. The cost of this service averages \$8-\$10 per hair cut.
4. Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow; measured from the high point of the eyebrow and shall not be visible on the forehead when the uniform hat is worn. Hairstyle and length shall not impede, restrict, or detract from the proper wearing of the uniform hat. Hairstyle and color shall not detract from the uniform. Male employee's hair shall not extend below the top of the shirt collar while sitting or standing in an erect position and shall not cover any part of the outside portion of the ear.
5. Female employee's hair, including braids, shall not extend below the bottom of the collar, and shall be off the ear. If the hair is long, it shall be worn up in a neat style. The hair shall also be styled in a manner that does not impede with the proper wearing of the uniform cap. No decorations in the hair are permitted and hair clips and/or pins shall match the color of the hair.
6. Jewelry:
 - a. Wedding bands shall be the only ring(s) worn. (The academy liability for replacement value is limited to \$100). Precious or semi-precious stones shall not be worn (except in wedding bands).
 - b. There shall be no visible chains or necklaces worn with the uniform.
 - c. Medical Alert bracelets may be worn.
 - d. Wrist watches shall be the only jewelry worn on the wrist. No watches shall be worn on chains or pinned to the uniform.
 - e. NO earrings will be worn with the uniform.
7. Fingernails shall not extend more than 1/4-inch beyond the tip of the fingers. Nails shall be neat and clean. Fingernail polish, if worn, shall be clear in color. French manicure is permitted.
8. Female employees may wear cosmetics that blend with or match the natural skin tone of the employee. False eyelashes are not permitted. Lip protection is to be clear and non-glossy.

9. Cadets shall not wear ring/stud earrings or other jewelry decoration/ornament on or in the nose or tongue while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas.

F. Cadet Off-Site Housing

The CTC offers cadets the option of residing on grounds as well as off grounds at the cadet's own expense.

Cadets who wish to reside on grounds need to inform Selections and Standards at the time of confirming their employment. Housing will be provided for you at the academy.

Cadets desiring to live off grounds need to inform Selections and Standards of your choice to reside off grounds.

Upon registration, cadets residing off grounds will be required to provide the address and phone number of their off-site residence.

General Information

1. Lockers and showers:

All cadets residing off-site will have lockers made available to store physical training uniforms and personal items. Each cadet will have **ONE** locker and will tape a 3"x5" ID card to the locker showing the cadet's name and control number. Lockers **must** be secured with a padlock. Shower facilities will also be available to accommodate cadet hygiene needs. Off-site cadets are responsible for the cleanliness of this area.

2. Meals:

- a. Meals for cadets are provided at the academy's Culinary three times per day. During the week, your company's duty schedule will identify the hours you can report to the Culinary.

- Breakfast 0500-0800 hours Monday – Friday
- Breakfast 0600-0800 hours Saturday and Sunday
- Lunch 1100-1300 hours Monday – Sunday
- Dinner 1600-1800 hours Monday – Sunday

Off-site cadet residents **will not** receive meal per diem to dine off-site, but will be allowed to dine in the Culinary.

- b. While in the Culinary, cadets must be in authorized attire (Section N and P). Clothing will be free from visible soiling.
- c. The rear dining room is assigned for cadet use only. Cadets must fill the back dining room before sitting in the front dining room.

3. Travel Reimbursements:

Cadets will not receive mileage reimbursement when traveling to and from the Academy.

G. Change of Housing

Cadets that elect to change housing arrangements, consisting of off-site to on-site or on-site to off-site housing, will be required to fill out the necessary request form and receive approval signatures from your CC and the Program Lieutenant. Requests must be received five working days in advance.

H. Cadet On-Site Housing

1. Cadets must maintain their academy housing in accordance with the following specific directions. These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Failure to comply with established policy in this area is a disciplinary issue, and it displays a lack of respect for fellow cadets and staff.
2. Rooms must be **clean** and **orderly at all times**. Floors will be swept, mopped, or vacuumed. Surfaces will be free of dust. Sinks will be clean. Trash will be in wastebaskets and wastebaskets will not be left full. Tops of dressers, desks, and lockers will have nothing on them except a clock (no clock radios) and one personal photoframe (per cadet) no larger than 4"x6". Nothing will be attached to the walls, doors or inside/outside of lockers, unless instructed.
3. Nothing shall be left on the floor, with the following exceptions: Each cadet may leave **one** luggage item (closed) and **two** pair of footwear, per cadet, **neatly under** each bunk. Within closet areas (with or without doors) cadets may store items on the floor, in an **orderly manner**. All other personal items, including books, and clothing must be put away neatly into lockers, footlockers, dressers, closets or duffel bags. Personal furniture, including cardboard dressers, folding chairs and rugs are not authorized.

4. Rooms must be secure. Personal and valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment) must be **locked** away (in Q, R, and S housing these items must be put away). Padlocks must be locked any time you are not within immediate control of your property. Only one locker per cadet. An ID card must be affixed to each entrance door with each cadet's name and control number.
 - E DORM – Cadets may have one small single-bulb desk lamp. Affix an ID card to each dresser drawer you use and each piece of luggage.
 - F DORM – If dressers are available, affix an ID card to each drawer you use. Store no valuable items in them. Inmates have access to these living areas. If you use under-bunk storage, affix an ID card to the luggage.
 - G DORM – Affix an ID card to each dresser drawer you use and each piece of luggage.
 - H and I DORMs – Store nothing on the tables. Affix an ID card to each piece of luggage.
 - Q, R and S ROOMs – All valuable items must be stored out of sight and windows must be secured closed. Affix an ID card to each piece of luggage. Items will not be stored on or around the air-conditioner/heating unit. Showers must be cleaned often and allowed to ventilate. Do not store items in the shower.
5. Beds will be made daily, uniformly, and nothing will be left on them. Only academy issue bedding will be on the bed. Personal items will be put away. A **white** towel, folded neatly may be hung on the end of each bunk. Dirty clothing may be stored in a laundry bag, and hung at the end of each bunk.
6. **Water** is the **ONLY** consumable item allowed in cadet housing. No food items allowed
7. If you would like to use dietary supplements, i.e. powdered drink mix, protein bars, etc., you must store the container in a vehicle. However you may have a one-day supply in your possession or room.
8. Common areas, showers, and restrooms will be clean. All trash will be picked up and the trash can emptied into the dumpster. The janitorial room will be kept clean and orderly.

9. All personal electrical items (lights, air conditioner, hair curler, etc.) will be shut off when not in use need to be secured. If the heater/air conditioner is used the windows must be closed.
10. Care of Living Quarters memorandum is posted in all dormitories.
11. Cadets are prohibited from possessing sexually explicit materials, defined as personal photographs, drawings, magazines, and pictorials showing nudity. Materials found in the possession of cadets will be treated as contraband and disposed of or mailed at the cadets expense.
12. Cadets are required to **legibly** fill out **two** *Living Quarters Inspection Checklist Forms* with their room number, names and control numbers. They will leave the completed forms on a table or dresser top just inside of their door for use by staff inspecting rooms and/or dorms. If a form is used, the cadets will obtain another form from their CC and fill it out to replace the used form. There should always be **two completed** forms in each room or dormitory. Failure to have a form present for use by inspecting staff will be a gig for every cadet in the room.

I. Cadet Daily Departure and Return Procedure

1. Exceptions to academy arrival and departure procedures, must be with **PRIOR** approval from the Academy Commander or designee, and will normally be in writing.
2. Cadet must notify the Watch Office when they realize they are going to be late for duty or curfew. They must provide that notice **PRIOR** to being late.
3. Cadet must sign-out immediately prior to departing grounds and must sign-in immediately upon re-entering the academy buildings. **The sole entry and exit point for the academy is the Front Entrance (Glass Hall or Watch Office Foyer).** This applies to all situations, whether the cadet is going to the parking lot to leave grounds or to just get something from their vehicle.
4. The North Corridor is off limits for daily departure and returns Monday-Friday, 0600-1700 hours. Cadets must utilize the South Corridor and Senior Square.
5. Cadets wishing to run on the track after duty hours must sign-out in the recreation log book before accessing the track. Upon completion of their run, cadets must sign-in, in the logbook.
6. Cadets may not access the parking lot during their duty hours or lunch

hour. (Contact the Watch Office in emergencies).

7. Cadets may not leave their vehicle at the academy entrance (near flagpole) for the purpose of signing the log, and must inform families not to park there when picking up or dropping off cadets.
8. Cadets will receive an incident card for failing to sign-in/out properly (wrong line, wrong time, omitting time, signature, etc.).

Cadets residing on-grounds:

1. Must be in their rooms Monday through Thursday nights, with lights out, by 2300 hours. (Quiet hours: 2300 – 0430 hours). During quiet hours, cadets must be in their living quarters, quiet and have their lights out, in consideration of other cadets.
2. May remain off-grounds from the end of their scheduled duty day Friday until the start of their scheduled duty hours on Monday.
3. May not remain off-grounds Monday through Thursday nights without prior written approval. (Emergencies require contacting the **Watch Office (209) 744-5044**).
4. Cadets returning to academy grounds during quiet hours (Friday or Saturday night: 2400-0430 hours; Sunday through Thursday night 2300-0430 hours), will be permitted to return to their room, but it will be documented on an Blue card.
5. May sign-out and depart grounds no earlier than 0500 hours, Monday through Sunday.

J. Daily Activities

The academy day will consist of 8 hours of academic and physical instruction. The hours of instruction will vary. **It will be the responsibility of each cadet to strictly adhere to the schedule. The day will be completed at the end of the scheduled duty day. Breaches of punctuality may result in progressive discipline.** Personal ethics and punctuality are continually stressed, as this is a key aspect of a CO's career.

Academy facilities and all living areas are subject to inspection at any time. Cadets are responsible for the daily cleanliness of the living areas. Dormitories may be inspected daily at any time (without notice) by the BCOA staff.

K. Cadet Behavior Expectations and Attitude

While you are living and training at the CTC for the next 16-weeks, your presence and demeanor are expected to be a credit to yourself and to the CDC. Do not engage in unprofessional behavior that may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both **on and off duty**. You, as a cadet, are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely. You are to carry out all lawful orders and instructions given by staff. You will not commit any acts, either during or outside of scheduled duty hours, that are unbecoming to public service and which might reflect unfavorably upon yourself or the CDC. Unethical behavior, which includes attempting to circumvent examination programs or dishonesty, will not be tolerated. You will be subject to progressive discipline, up to and including termination.

You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with and abide by the basic academy rules.

L. Medical

1. There are no doctors on the academy grounds. Medical care is limited to medical assessment, emergency treatment and transportation to a medical facility. The academy does not provide any prescription or over-the-counter medications for cadets.
2. If you have prescription medications that you must take, and they have been declared and approved during your pre-employment medical screening, you are **NOT** required to declare them during check-in. However, the medications must be kept in your possession or secured in your locker at all times.

If you have prescription medications that you must take and you have not notified Selections and Standards and had them approved prior to arriving at the academy, you are **REQUIRED** to declare them at the Medical Station during check-in.

You may have and use any over-the-counter (OTC) medications such as Tylenol, cough suppressants, Motrin, etc., at anytime during the academy. These OTCs **DO NOT** have to be declared or approved. However, they must be in your possession or secured in your locker at all times.

3. If you obtain a **prescription medication** during your stay at the CTC, you must declare it immediately. Notify the Senior Medical Technical Assistant (SrMTA) immediately. If the SrMTA is not available, notify the Watch Sergeant.
4. **Immediately** report any injury or illness to the CTC staff. A SrMTA is on duty Monday through Friday from 0600-1500 hours to attend to illness or injury. Report any injury or illness occurring after hours to the Watch Sergeant as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.
5. If you become ill or suffer an injury before your class (especially PT), you must report to your class and report to the instructor prior to proceeding to the Medical Clinic.
6. If you are residing off grounds and call in sick, you will be required to comply with the following procedure:
 - a. You must go to a doctor **that** day and obtain a written verification/identification of the illness or injury including return to work status and limitation(s).
 - b. Upon returning to your residence, you must call in and report to the Watch Office concerning your condition the doctor's evaluation and an estimated time of return to the academy.
7. It is your responsibility to insure that any work restrictions are documented by the doctor, provided to you, and delivered to the SrMTA for evaluation. You will be responsible for turning in all paperwork received by the doctor/hospital staff immediately following your return to academy grounds.
8. Physical injury or personal illness that result in the cadet being absent from specific core courses, or excess amount of curriculum hours, may result in the cadets inability to complete the academy.

M. Academy Rules

1. When reporting to any staff member's office, knock on the door and enter only when advised to do so.
2. At all times cadets shall preface their questions or statements with "Sir/Ma'am/Officer/Sergeant/Lieutenant, Captain, Cadet _____." Refer to Officers/Sergeants/Lieutenants Captain by title and last name only, not by their first name.

3. Read the cadet message bulletin board located in the north corridor **frequently**. Important messages are placed there throughout the day. Emergency messages will be hand delivered.
4. No loud or boisterous noise will be allowed at any time in the living areas. Profanity will not be used.
5. Personal entertainment devices may not be operated while on duty. When used off-duty earphones must be used. When not being used, cadets will secure their property. Cadets leaving devices unsecured are subject to disciplinary action.
6. In an effort to extend to all staff the courtesy of living on grounds, you are required to be in your assigned rooms or dormitories by 2300 hours with lights out, Sunday through Thursday nights, and 2400 hours on Friday and Saturday nights.
7. **Inter-room or dorm visiting is not allowed.** Cadets are not permitted within living quarters to which they are not assigned.
8. If assigned to a classroom in the north corridor, all breaks will be either in the classroom or outside the buildings. Cadets will remain quiet and not loiter in the north corridor during duty hours.
9. You must be punctual. **Tardiness is unacceptable and is a cause for progressive discipline.** Late arrivals will be documented.
10. At no time will you have your hands in your pockets unless you are retrieving an item.
11. You will not chew gum nor will you have toothpicks dangling from your mouth. Smoking is permitted outside the building. Tobacco may be chewed outdoors only and the spit must be into a container, not left on the ground. Sunflower seeds and nuts with shells may be eaten. Shells must be deposited into a container, not left on the ground.
12. You will not lean against or put your feet on the walls or sit or squat on the floor in the corridors.
13. You will not put your feet on furniture or sit on the arms of couches or chairs. Do not polish your shoes on the furniture.
14. There will be no running at any time on academy grounds except on the track or in PT.

15. Cadets must walk on designated walkways and refrain from cutting across grass areas, unless instructed to participate in Alarm Response exercises.
16. You shall not be present at or take part in any form of sexual contact or intimate activity on academy grounds.
17. No videotapes may be brought into academy buildings.
18. You will not stand in doorways, entrance, or exit paths. Keep the center of corridors clear and no loitering.
19. You must maintain possession of all state issued room keys, chits, state ID cards and nametags. Items that are lost or misplaced are subject to replacement fees and disciplinary action.
20. While cellular phones, pagers, and cameras are permitted to be brought to the academy, these items will not be allowed within the academy facility or dormitories. If you bring these items, you will be required to store them in your vehicle or another cadet's vehicle to be used **only** during off-duty hours. The academy will not store these items. You should consider these requirements carefully prior to bringing any phones, pagers, or cameras to the academy. *The academy is not responsible for lost or stolen items.*
21. Musical instruments are not permitted on CTC grounds.

N. Civilian Attire

1. Cadets in civilian attire are not permitted in the North Corridor Monday-Friday, 0600-1700 hours.
2. Clothing will be neat, clean, and worn in good taste.
3. Shirts will be tucked in, except in weight room or exercising at the track.
4. No tank tops, blue jeans, camouflage, or unacceptable printing are permitted.
5. Gym shorts, at least as long as CTC cadet type, are allowed on grounds only when going to or from the weight room or the track area for exercise.
6. Shorts are authorized if they are hemmed and are no shorter than three inches from the top of the knee.

7. Spandex type clothing may be worn only with approved cover shorts.
8. Ball caps of any kind shall be worn with bill forward, and removed indoors.
9. The cadet identification (ID) card must be in your possession at all times.
10. Sunglasses may be worn outdoors only. They must be conservative in style and not the mirrored type. You are expected to remove them upon request.
11. No bare feet, braless/shirtless attire is ever permitted outside of your housing unit.

O. Classroom Rules

1. Arrive to class with all required equipment and study material.
2. When asking a question, in a classroom setting, speak clearly and project your voice so that all students will hear the question.
3. Food is not allowed in the classrooms.
4. One drink container (NO glass) with lid is allowed in the classrooms.
5. Cadets must come to attention in their seats and remain at attention until put at ease by the class instructor when he/she enters the classroom. All other business being conducted will cease.
6. Cadets must remain alert at all times in the classroom. Being less than alert (sleeping), in class or on the bus, will be cause for progressive discipline. Cadets may stand at the rear of the classroom to assist in remaining alert.
7. Cadets will not talk to other cadets or other staff during the instructor's presentation. Any rudeness of this nature will not be tolerated. Courtesy will be the rule in the classroom.
8. Cadets having questions regarding class instruction after the class has ended will contact the instructor who presented the class.
9. Cadets will not bring backpacks on the bus during COSIT or range, nor be permitted to take them into the Major Exam arena.

P. Dining Hall

1. Cadets will report to the dining room during the time designated on their Company Schedule.
2. Cadets will sign in the "Meal Log Book" located in the South Corridor.
3. Cadets will form a single line starting at the main entrance to the dining hall and extending along the north side of the South Corridor. This line will not block any doors or hallways at any time.
4. Cadets will not bring books, backpacks, additional clothing, etc., into the dining room.
5. Cadets will be appropriately attired while in the dining room.
6. Cadets will utilize the rear dining room, salad bar, and juice line Monday through Friday. If the room is closed off the front dining room may be utilized.

Q. Cadet Discipline

Cadets who fail to comply with the CCR, Title 15, Government Code, orders, and/or instructions will be subject to the appropriate disciplinary action which, depending on the severity of the violation, could include termination from State service.

1. Progressive Discipline - Three-Stage Process
 - a. Preventive action is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the employee of rules, and verbal reminders of expectations.
 - b. Corrective action is taken once a problem is identified. It attempts to bring the employee's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Employee Counseling Records (ECRs) or Letters of Instruction.
 - c. Adverse personnel action is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action which may result in dismissal, suspension, reduction in salary, or formal written reprimand.

2. During a CO's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the CTC, discipline is administered based on the seriousness of the incident. Reasons for discipline may be for:

- ◆ Misbehavior - knowingly disobeying a rule or order
- ◆ Mistakes - unintended error
- ◆ Failure to Perform – testing or exam failure

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested or measured on an academic test, range score or in physical training achievement. But over the course of a 16-week academy, a cadet's character will be revealed, and misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions will be reviewed by the Program Lieutenant, Academy Commander, Employee Relations Officer, and the Academy Administrator, for appropriate disposition.

3. Incident Card

One method of tracking information regarding cadets is with Incident cards, commonly referred to as "Blue Cards". Blue cards are used for documenting Commendations (positive incidents), Gigs (negative incidents), and Information concerning cadet behavior. Every cadet will carry **two** Blue Cards in the right front shirt pocket of the uniform at all times. The cadet will present a Blue Card to any CTC staff upon request. If the incident is a Gig, the staff will remind the cadet of the rule(s) and their responsibility. Cadets will go to their CC for a replacement card. All Blue Cards are reviewed and logged by the Program Lieutenant and returned to the cadet's CC with directions for the appropriate progressive discipline. The Blue Cards are then placed in the cadet's file.

4. If a cadet's actions are so severe or the cadet commits a crime, adverse personnel action will be taken. All adverse actions must comply with the guidelines set forth in the DOM, Section 33030, Adverse Personnel Action. Such actions are taken following approval by the Assistant Deputy Director, Departmental Training, and are subject to review by the State Personnel Board.

R. Curriculum

The BCOA Program is divided into the following areas. A cadet is expected to meet the minimum standards in these areas:

1. Academic Instruction
 - a. Penal Code 832 Examination
 - b. Mandatory Examinations
 - c. Classroom Assignments
 - d. Practical Skill Demonstrations
2. Firearms Training
 - a. Ruger Mini-14 Rifle
 - b. Smith & Wesson .38 caliber revolver
 - c. Remington Model 870, 12-gauge shotgun
 - d. 37mm/40mm Launcher
3. Physical Training
 - a. Purposes and Expectations
 - b. Emergency Response Simulation
4. Tactical Skills
 - a. Arrest and Control Techniques (A&C)
 - b. Side-Handle Baton (SHB)
 - c. Alarm Response

THE FOLLOWING ARE MINIMUM ACADEMIC STANDARDS:

1. Academic Standards
 - a. Penal Code (PC) 832 Examination

Peace Officer Standards and Training (POST) requires that every peace officer successfully complete a course in the Laws of Arrest. A written examination, PC 832, is scheduled and administered during each academy class. The examination is conducted on-site and scored on a Pass/Fail basis. The minimum score of 70 percent must be obtained to pass. Should a cadet fail, he/she will be notified and given the opportunity to retest. Failure to pass the retest will result in rejection on probation and dismissal from the academy.

Cadets who have completed and obtained POST certification

prior to arriving at the CTC must submit their **original** completion certificate to the PC 832 Coordinator, via their CC, for review. If the certificate is current and meets all necessary POST requirements, they will be exempt from taking the written exam. All documents submitted will be returned to the cadet upon completion and review.

Cadets whose certificate is over three years old will have to submit a letter from an employer verifying they have been working in a peace officer classification during the time since the completed PC 832 training.

b. Mandatory Examinations

Each cadet must pass each segment of all mandatory examinations. These exams are given periodically throughout the 16-weeks. Failure to pass any segment at the minimal acceptable competency level requires remedial study and retest. Should a cadet fail any segment of a mandatory examination, a Academic Failure Notice will be issued. The notice will include the date/time of the retest examination and the segment(s) to be retested. Failure to report to the retest will result in disciplinary action. Failure to pass the retest shall result in possible rejection on probation and dismissal from the academy.

All examinations will evaluate the cadets' knowledge of the required objectives for the majority of the curriculum. The exams are not comprehensive. Once you have shown competency in a subject matter area, you will not be tested on that material again.

c. Classroom Assignments

Cadets must complete all classroom assignments satisfactorily. Any assignment that is incomplete or incorrect may be redone until the assignment is successfully resubmitted. Cadets that are unable to demonstrate proficiency in classroom assignments may be referred for Administrative Action.

d. Practical Skill Demonstrations

Many courses require the cadet to perform practical skills as demonstration of learning the training objectives. These demonstrations are graded on a pass/fail basis.

While attending the academy, you may be issued materials “workbooks” related to various course curricula. You will be expected to report to class with the related material for each course of training. Failure to do so may result in disciplinary action.

2. Firearms Training

This training consists of instruction in the use of three departmental weapons. These are the Ruger Mini-14, 223 caliber rifle; the Smith & Wesson (S&W) .38 caliber revolver, which is POST mandated; and the Remington Model 870, 12-gauge shotgun. A minimum proficiency rating of 70 percent is required for the Mini-14 (88 out of a possible 125 points). The S&W revolver requires a minimum proficiency rating of 80 percent (29 out of a possible 36 points).

The 870, 12-gauge shotgun requires demonstration of proficiency in the safe operation and a proficiency rating of 70 percent (14 out of a possible 20 points). Cadets who fail to qualify with any weapon will be given one additional attempt on the shotgun, one additional on the .38 Revolver, and four additional attempts on the Mini-14. Failure to qualify will result in rejection on probation and dismissal from the academy. Any misconduct or unsafe act committed on the range may result in rejection on probation and dismissal from the academy.

3. Physical Training

The cadets will participate in PT throughout the 16-week academy, rain or shine. The purpose and expectations of the PT program is:

- To increase the cadet's fitness level. This includes the normal components of fitness (aerobic and anaerobic capacity, muscular strength and endurance, etc).
- To prepare the cadet's to complete the Emergency Response Simulation (ERS) test in five minutes, five seconds.

The PT Program consists of warm up/cool down, stretching, calisthenics, formation running, running at your own pace, interval training, wind sprints, step aerobics and a 25 station weight training circuit.

Emergency Response Simulation

The ERS consists of a 500-yard run followed by a simulated stretcher carry. The 500-yard run involves running on different surfaces, up and down stairs, through hallways and negotiating an agility course. You must complete the ERS in less than five minutes, five seconds, prior to graduating. Failure to do so will result in rejection on probation and dismissal from the academy.

NOTE: Turn to page 37 for more information on physically preparing yourself for active participation before your arrival at the CTC.

4. Tactical Skills

Employees who supervise inmates or parolees must have training in physical controls that are acceptable and approved for use in the CDC. Basic techniques will be taught in the use of the SHB and A&C techniques. A working knowledge of the basic techniques must be demonstrated for successful completion of these courses.

a. Side-Handle Baton

Training consists of application of spins, jabs, blocks, take downs, come alongs, retention techniques, and legal aspects. Cadets failing initial qualification upon completion of the 24-hour class will be given up to four hours of remedial training that will include a retest. Failure to pass the retest will result in rejection on probation and dismissal from the academy.

b. Arrest & Control

This course of training is POST mandated and is presented in 28 hours of lecture and physical proficiency training and development (mat work). It provides you with a basic working knowledge and understanding of defense techniques used to defend against an assaultive person and methods used to restrain (mechanical or otherwise) assaultive individuals. Cadets failing initial qualification upon completion of the class will be given two hours of remedial

training that will include a retest. Failure to pass the retest will result in rejection on probation and dismissal from the academy.

c. Alarm Response

This course consists of 6 hours of lecture and 24 hours of field exercises. The field portion requires running, coordinated effort, and team movement. It will enable officers to safely and effectively respond to alarms and emergency situations inside an institution.

S. Hardship Transfers/Lateral Transfers

You should not have accepted an appointment to an institution with the expectation of being able to transfer to another institution if the accepted assignment becomes difficult. Institutional staffing levels are based on the assignment you commit to when you call to accept. Consequently, you will be held to your commitment. Although a "Hardship Transfer Request" (HTR) process is available, the vast majority of such requests are denied. Hardships are unforeseen problems that occur or become evident between the time you accept the assignment and the date that you determine that you need to submit for a HTR. Documentation proving the hardship will be required upon application. Only those HTRs based on circumstances that could clearly not have been anticipated will be considered. The Department expects you to fully consider your personal situation prior to accepting an assignment, thereby selecting an assignment that you can stay with and that fits your needs.

HTRs based on circumstances that existed or could have been anticipated at the time an appointment was accepted will be denied. Some examples of requests based on pre-existing circumstances that will not be considered are:

1. Problems relocating yourself or your family.
2. Problems selling your home.
3. Problems securing childcare.
4. Problems due to child custody agreements, consent decrees, or court orders.
5. Problems providing assistance or medical care to elderly parents, children, or other significant others.

6. Problems based on family member's pre-existing medical, emotional, or psychological conditions.
7. Problems resulting from separation from your family or because your family decides they do not want to relocate.

If you have a legitimate hardship, you will receive further information while at the academy on how to proceed. **Do not contact Selections and Standards Branch or the institutions you are requesting transfer from/to.**

"Lateral Transfers" are requests for transfer to another institution in cases that are not considered hardships and are available through your institution. Keep in mind, however, that you will be expected to complete the remainder of your probationary period (approximately five to six months) at the institution you accept. Upon completion of your probationary period, you can request a transfer to another facility. However, granting such transfers are discretionary on the part of the Wardens and are controlled by the collective bargaining agreement covering Unit 6 employees (COs).

T. CPOST and the Correctional Peace Officer Apprenticeship Program

The Commission on Correctional Peace Officer Standards and Training (CPOST) Correctional Apprenticeship Program is an organized, planned system of training for entry-level Correctional Peace Officers. For COs, it consists of the 16-week BCOA, and the completion of a minimum of 24 qualifying months and 3,600 hours of on-the-job training allocated among major work processes. The program also features frequent job assignment rotations and performance evaluations.

You will be enrolled in the Apprenticeship Program during the academy registration process. The Apprenticeship Agreement (DAS 1-C) is included as an enclosure in this packet. Please read carefully and complete the form. CPOST staff will collect it during your registration process.

Sometime early in the academy, CPOST staff will provide you with additional information regarding the program, your responsibilities and the role of CPOST in the Apprenticeship Program. This orientation will include detailed instruction on how to complete and keep the written documentation that is required of all apprentices.

CPOST staff will also provide information regarding Veterans Educational Benefits; the option for qualified veterans of the United States Armed Forces to utilize their educational benefits during their apprenticeship

period. Cadets who may be interested in applying are advised to bring a copy of their military discharge notification (DD214 or other certifying documentation). CPOST staff will provide further instruction and will answer questions during the apprenticeship program orientation.

U. Cadet On-Site Institutional Training (COSIT)

Throughout the 16-week academy, all cadets will be transported for COSIT to institutions geographically close to the academy, (e.g., Folsom State Prison, California State Prison-Sacramento, California Medical Facility, California State Prison-Solano, Sierra Conservation Center, Deuel Vocational Institution, and/or Mule Creek State Prison). This will enable you to observe and participate in CO duties such as dining room operations, count procedures, search techniques, and other types of institutional operations. Prior to departing for this training, you are required to have in your possession a valid driver's license, your cadet identification, a pen, and any necessary notebooks or COSIT materials. No backpacks, personal food, or outside reading material will be permitted on the bus. Cadets are responsible for the inside cleanliness of the bus upon their return to the Academy.

V. Recreation

1. Appliances – Handheld type electronic entertainment devices are authorized, providing that they have muting or earphone capabilities (i.e. Gameboy type games, solitaire games, Walkman type radio or Compact Disc player, Watchman LCD TV, or laptop computer). Devices may be AC or DC powered, and must be operated while wearing earphones. If they possess recording capabilities, no recordings are to be produced on CTC grounds at any time. These devices are only authorized to be in your possession during off-duty hours. The state is not responsible for the theft, damage, or other loss of any cadet's device or associated products.
2. On-Site Amenities - The academy grounds include a fully outfitted weight room and exercise room, two horseshoe pits, a quarter-mile track, volleyball nets, a barbecue area with tables, television rooms, basketball gymnasium, study rooms, a small store, and a multi-purpose room with training mats.
3. Off-Site Amenities – There are nearby golf courses, fishing sites, and areas to bicycle. Golf, fishing, and bicycling equipment must be stored in vehicles and not in academy housing.

W. Video Production Unit

The Video Production Unit (VPU) located at the CTC produces training videos for the BCOA and the rest of the CDC. In addition, the VPU produces training courses that are transmitted “live” via satellite to each of our 32 prisons. The VPU also provides still photography and other audio and visual services on a regular basis.

Occasionally, members of the VPU may need to photograph or videotape cadets while they are engaged in various BCOA activities. The resulting photographs or videotape are used only for departmental training or informational purposes. This material will not be distributed to the news media or used for commercial purposes without written consent of the cadet(s).

As a Department employee and a new cadet, you will be expected to cooperate fully with the VPU so that they may present you and your fellow cadets in the best light possible. Your assistance in helping us create a high quality, professional image of the CDC is greatly appreciated.

X. Probation Report

During the final month of your training, prior to graduation, your First Probation Report will be completed and discussed with you. This report will reflect all test scores, graded exercises, and degree of proficiency in areas of motor skills. This report will become part of your training file and is forwarded to your assigned institution to aid them in developing a training program to further develop your skills.

Y. Graduation

A graduation ceremony is held at the conclusion of the 16-week BCOA. By successfully completing the BCOA, you will have earned the privilege to wear the badge of a CO. You may invite a limited number of your family and friends to attend the graduation.

Z. Miscellaneous Information

1. Mail

- a. While you are residing at the CTC, your mailing address is:

Your Name, Basic Academy Cadet
Company Name/Control Number
Richard A. McGee Correctional Training Center
9850 Twin Cities Road
Galt, CA 95632

- b. Your return address must be on all outgoing mail. Outgoing mail may be deposited in the mailbox located in the north corridor near the ATM-machine. Incoming mail will be delivered to you by your CC.

2. Telephones

- a. The CTC telephones are not available for personal use by cadets. Pay phones for your use are located in various areas on the CTC grounds. The phones in the North and C-corridor are off limits from 0600-1700 hours (signs are posted above each phone). All telephone calls will be limited to five minutes.
- b. Incoming phone messages for you will be posted on the cadet message bulletin board. You will be called from class to accept a telephone call only under emergency circumstances.

3. Accounting Issues

- a. Questions regarding pay should be directed through the chain of command beginning with your CC. When pay is ready, the CCs will be notified and will issue your salary warrant to you.
- b. Cadets receive salary warrants by the 15th day of the following month **after** the full-time employees are paid. Your salary warrants are issued to you at the academy until graduation. After graduation, all salary warrants will be issued at the hiring institution.
- c. Current State employees who are lateral transferring into Unit 6 and who may have questions and concerns about their rate of pay, current benefits, etc. will have these questions addressed on orientation day by the staff in the Personnel Office.

4. CTC Recreation Fund Store

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for the cadets and In-Service trainees of the CDC. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a board of directors made up of members of the CTC.

5. Meal Service

Three meals are served daily. The meal schedule is posted on the entrance to the dining room. While in the Culinary, you must be in authorized clothing. (Sections D, N, P)

6. Driver's License

Check your driver's license. If your license will expire during the training period, renew it at your local Department of Motor Vehicles office before reporting to the academy. **You must have a valid picture identification card with you.**

7. Health Care

- a. If you are injured or become ill during the 16-week BCOA, it will be the responsibility of the CTC to stabilize and/or transport you to a medical care provider. If you have a work-related injury, the CTC will fill out the necessary paperwork to file a Worker's Compensation (WC) claim for benefits and will process the paperwork according to State procedures. If your claim is not approved by WC, you will then be responsible for payment of all incurred costs.
- b. The State agrees to cover Permanent Intermittent Employees (PIEs) with health benefits the first day of the pay period following graduation from the academy. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of four hundred eighty (480) hours in each control period as established by PERS to continue coverage, pursuant to Government Code, Section 22822.
- c. Flu shots are suggested for cadets prior to entering winter classes.

8. Linen and Supplies

- a. Linen exchange for sheets, towels and pillowcases is each Monday during your lunch hour 1100-1300 hours, at the Linen room in the south corridor.
- b. Bedspreads may be laundered by cadets or exchanged on linen day, on an as-needed basis. There are not enough spare bedspreads to exchange all cadets' bedspreads each week.

- c. Supplies will be restocked by Janitorial Services each week (normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

9. Laundry and Dry Cleaning

Coin-operated laundry facilities are located on the grounds and are available for your use. Clothes will never be left unattended in the laundry facility for any reason. Additionally, dry cleaning facilities are located in the Galt, Sacramento, Elk Grove, and Lodi areas.

10. Maintenance Problems

If a maintenance problem arises, report it immediately to your CC during business hours or the Watch Sergeant during non-business hours and fill out a Work Order Request located in the north corridor.

Please fill out the top section of the Work Order Request form completely. Be specific about the problem and location. Whenever possible, specify the unit and room number from the nearest door (Example: Room E-115). Being specific will enable the CTC Plant Operations staff to respond in a timely manner.

11. Elections

If you will be in the academy during an election, make arrangements to vote by absentee ballot.

12. Jury Duty

Contact your CC immediately.

AA. Equal Employment Opportunity

The CDC offers equal opportunity to **ALL** regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

BB. Sexual Harassment

It is the policy of the CDC to maintain a work environment free of discrimination. Sexual harassment is a form of discrimination that deprives victims of equal employment opportunity. State and federal laws mandate equal employment opportunity. These laws apply to applicants, employees, and individuals that provide contract services to the CDC.

CC. Director's Rules - CDC Title 15

The following rules of the Director are excerpted from Title 15 of the CCR. You will be responsible to adhere to and have full knowledge of the following:

1. 3391 Conduct

Employees must be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the Department, either on or off duty, shall be avoided by all employees.

2. 3392 Punctuality

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled work day or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

3. 3395 Alertness

Employees must not sleep or be less than alert and in full possession of all faculties while on duty.

4. 3399 Transactions

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee. Employees shall not, directly or indirectly, give to or receive from any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

5. 3400 Familiarity

Employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. Whenever there is reason for an employee to have personal contact or discussions with an inmate or parolee or the family and friends of inmates and parolees, the employee must maintain a helpful, but professional attitude, and demeanor. Employees must not discuss their personal affairs with any inmate or parolee.

6. 3410 Intoxicants and Drugs

Employees must not come upon the grounds of an institution or Correctional Facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from State service.

It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who appears to be under the influence of drugs or intoxicants.

7. 3411 Arrest or Conviction

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the CTC Watch Sergeant at (209) 744-5000. *(Reminder the CTC phone number is on the back of the Cadet ID card)*. Misconduct that impairs an employee's ability to do his or her job, or affects or involves the Department may be cause for disciplinary action.

8. 3414 Identification Card

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. Any cadet who loses his/her ID card will immediately provide a written report to their CC or the CTC Watch Desk. Replacement of the State ID card is subject to a replacement fee.

9. 3275 Weapons

Only such weaponry that has been approved by the Director for Department-wide use or for use only by designated jurisdictions of the Department, shall be issued/assigned to an employee or carried/used by an employee while on duty. For the purpose of this section, weaponry includes any offensive or defensive lethal or less lethal device. Employees assigned to facilities or work locations where inmates/parolees in the community, shall not have accessible, carry or use any item of privately-owned weaponry while on duty except as authorized by the Director.

No weaponry of any kind shall be taken into the security areas of an institution where inmates/parolees are located except for emergency use as ordered by the official in charge, for or use in regularly armed posts as prescribed in local procedures of post orders.

All necessary precautions shall be taken in the storage, use, and

movement of weaponry to prevent it from falling into the hands of inmates, parolees, or other unauthorized persons.

Pursuant to the California Penal Code (PC), Sections 4573 and 4574, it is a violation of State law to bring firearms, weapons, ammunition, chemical agents, alcoholic beverage, or illicit drugs onto State prison grounds. The CTC is a State facility; therefore, you are **not** to bring any of the below-listed unauthorized items onto the CTC grounds. These items **may not** be left in your vehicle. Possession of these unauthorized items **will** be cause for disciplinary action and/or dismissal. If you have any questions as to what may or may not be unauthorized items, contact the academy **before** you bring the item on the CTC grounds. The following are prohibited on the CTC grounds:

- a. Firearms/weapons (including handguns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers, martial arts weapons of any kind, side-handle batons, straight batons, bow and/or arrows, etc.).
- b. Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool which has a knife blade).
- c. Ammunition of any kind (live rounds or casings).
- d. Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
- e. Alcoholic beverages.
- f. Illicit drugs (any drug considered illegal to use or possess).
- g. Scissors measuring over 3-1/2" in overall length end to end.
- h. Handcuffs or handcuff keys.
- i. Radios, stereos, televisions, cassette players/recorders, and compact disc players, except those specifically described in the Recreation Section of this handbook.

Violation of either PC, Sections 4573 and 4574, is a felony. These PC Sections are strictly enforced, and you will be held accountable for your actions. It is your responsibility to thoroughly search all areas of your vehicle and/or personal property prior to entering the CTC grounds. Lack of knowledge as to the contents of your

personal property will not be an excuse from the law.

GOOD LUCK IN YOUR NEW CHOSEN CAREER!!

APPENDIX

ATTENTION!!

Read All Forms Before Filling Them Out

The Following Forms **Must Be Completed** Correctly and Legible
Before Arriving at the Academy

(The Selection and Standards Branch will distribute the most current version of the forms with your confirmation letter.)

When you arrive to the Academy, staff will direct you in the check-in/registration process.

It is **your** responsibility to report to each station.